

EH&S Resources Inc. Seeks Receptionist

Qualifications:

- **Must have good business grammar**
- **Familiar with computer and the internet**
- **Must know how to create, print, and save documents in Word.**
- **Familiar with Outlook for email, and sending, opening, and saving attachments**
- **Good customer service skills required**

General Information:

- **\$7.00 - \$10.00/hr.**

Contact:

- **Apply online at VOS. [Click here to be connected to VOS.](#)**
- **For VOS Assessment & Resume Builder/Assistance [click here for details.](#)**



For more information visit the Career Transition Center

3447 Atlantic Ave.
Long Beach, CA 90807
(Major Cross Streets: Atlantic/Wardlow)



Career Transition Center • Youth Opportunity Center
Department of Community Development
City of Long Beach
(562)570-3700 • (800)292-7200
www.longbeachworkforce.org